

**MARCH 24, 2020**

**NEW YORK CITY FAMILY COURT**

**PRELIMINARY VIRTUAL COURT GUIDELINES FOR PRACTITIONERS**

In an effort to provide guidance to practitioners handling emergency matters in the NYC Family Court by remote appearance and/or by telephonic means, the following is a general description of the virtual emergency parts. In light of the extraordinary circumstances under which we are working under, this plan may need to be modified.

**I. THE COURT**

- Three virtual emergency parts will hear the limited emergency matters referenced in the Updated Coronavirus Plan
- Each part will be equipped with Skype for Business for video conferencing capability and a designated telephone number for telephonic appearances
- There will be a dedicated email box for the transmission of all emergency matters, except ACS will use LUC if it operational for the filing of Article 10 petitions
- All OTSC and/or stipulations will be handled by a judge on submission
- Petitions, court orders, etc., will remain accessible via UCMS
- All proceeding will be recorded
- Language line interpreter services will be used as needed

**II. Article 10**

- Each legal provider will need to provide the court with 1 email address where Skype for Business invitations can be sent when an emergency case is ready to be heard by the judge
- Each legal provider will need to provide the court with 1 central telephone number for emergency contact and/or to set up telephonic appearances of emergency matters
- Defender organizations will need to arrange for their assigned clients to appear telephonically and/or by video conference or waive their appearance when the case is ready to be heard by the court
- All orders, petitions, etc. will continue to be accessible on UCMS
- An administrative order presumptively assigning parent defender organizations and the attorney for the child organizations has been issued. This will permit the distribution of newly filed Article 10 by ACS prior to the court appearance

**III. Article 3**

- Arrested youth will be brought to 100 Centre Street and held there in a separate room that will be equipped with video conferencing capability to facilitate their appearance during the intake proceeding
- Parents and guardian will be permitted to appear remotely with the youth if they are present at 100 Centre Street